

BUILDING SERVICES DEPARTMENT

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September 1, 2020

From the desk of Don Pallissard, Director of Building Services:

At this time, I would like to update you on our department policies and procedures due the COVID pandemic. These policies and procedures are put in place for the safety of the public and our city staff members. Social distancing and personal protective equipment are required when entering City Hall. Your understanding and patience are appreciated in these times.

Permit Application Submittals: The department's adjustment to electronic submittals has received positive reviews from both the general public and the development community and will continue. Permit applications will continue to be accepted either electronically by email, general mail, **or in person by drop box.**

Information Link to "Applying For A Permit" webpage: <https://www.joliet.gov/departments/community-development/building-inspectional-services-division/applying-for-a-permit>

Permit Application for the following: Fences, Sheds, Pools, Patios, Paving, Decks, Garages, Parking, Windows, and Roofs (Application Link: <https://www.joliet.gov/home/showdocument?id=814>)

All other Permit Application, (Application Link: <https://www.joliet.gov/home/showdocument?id=694>)

Submit completed application to permitapplication@joliet.gov. A staff member will contact you and give direction on how to proceed.

Note: The Building Services' drop box is in the Community Development's lobby. When dropping documents and or plans in the drop box, please make sure documents have been placed in an envelope and all have been marked with your name, address, project type, and contact information. If you are submitting information to an existing application package, please include your application number. Staff will contact you with any questions and or comments.

Permit Payments: Payments will continue to be accepted by called in credit card, checks sent in by mail, or now that City Hall is open, in person at a collection window.

Walk Ins: At this time, walk-ins are discouraged for contamination control reasons. If you have questions or just having difficulties with completing your application, please feel free to contact our office at 815-724-4070. Please include with your name and number a brief description of your issue and a staff member will contact you. Or you may email your questions to the permit application email (permitapplication@joliet.gov) and a staff member will contact you. Meetings may be scheduled with a staff members if needed. Meetings are encouraged to be held at the jobsite if possible.

Link for your convenience to the inspector's email list: <https://www.joliet.gov/departments/community-development/building-inspectional-services-division/inspector-contacts>.

Inspection Scheduling: Call 815-724-4070 to schedule an inspection. Please leave a message and a staff member will contact you.